

# Welcome!



**Marion County Judge & Clerk Training  
2010 General Election**

# Agenda

- Poll Worker Responsibilities
- Receiving Voters
- Voter Accessibility
- Setting Up Voting Equipment
- Troubleshooting
- What's New for 2010
- Review and Reminders

# Poll Worker Responsibilities

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- **Inspector**
- **Judge**
- **Clerk**

# Precinct Staffing

- Up to five poll workers per precinct:
  - Inspector
  - Two Judges
  - Two Clerks
- Election Board and county Democratic party are responsible for assigning Inspectors
- Two major political parties are responsible for assigning Judges and Clerks
- Clerks and Judges may work a half day
  - Inspectors must work a full day

# Precinct Election Board

- Made up of three members:
  - One Inspector
    - “Boss” of the precinct
    - Checks photo ID
    - Issues challenges
  - Two Judges, one from each major political party
    - Checks photo ID
    - Issues challenges
    - Assists voters with disabilities
- Ensures the election runs smoothly
- Votes on precinct issues that may arise

# Poll Clerks

- Poll Clerks
  - “Ballot Control”
  - Check ID (now permitted by state law)
  - Manage the Poll Book
  - Initial ballots
  - Determine ballot style
  - Hand out ballots
  - Perform signature counts

# Receiving Voters

- Poll Book Basics
- Seven Steps at the Clerks' Table
  - Voter ID
  - Ballot Styles
  - Ballot Instructions
- Absentee Ballots
- Provisional Ballots
- Signature Count Log

# Poll Book Basics

- Review of the Poll Book Legend
  - Name/Address/DOB Block
  - Signature Block
  - Other Issues
    - Affirmation of Residence Required
    - Proof of Residency
    - Voter Identification
    - Name/Address Changes





# Poll Book Basics

- List of every citizen registered to vote in a precinct
  - Contains the name, address, date of birth and signature of each voter
  - Indicates if the voter needs to show additional identification
- Each precinct has one poll book

**Instructions are found on the front of the poll book**

# Poll Book Basics

		<b>Paul Problem</b>	
DOB: 1/1/1900 Affirmation of Residence Required		Split: A <input type="checkbox"/> ABS <input type="checkbox"/>	
<b>RICH, SUSIE</b> 1112 ACME AVE INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900	Address Unchanged: <input type="checkbox"/> Name/Address Change: <input type="checkbox"/>	D <input type="checkbox"/> R <input type="checkbox"/> SB <input type="checkbox"/> <b>SIGN HERE</b>	 <i>Susie Rich</i>
<b>VOTER, VALERIE</b> 1234 ANYWHERE ST APT 235 INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900 Affirmation of Residence Required	Address Unchanged: <input type="checkbox"/> Name/Address Change: <input type="checkbox"/>	Split: A <input type="checkbox"/> ABS <input type="checkbox"/> D <input type="checkbox"/> R <input type="checkbox"/> SB <input type="checkbox"/> <b>SIGN HERE</b>	 <i>Valerie Voter</i>

**Name and Address Block**

- Voter information listed alphabetically by last name
- Date of birth found under the voter's address

**Scanned Signature**

- Original signature provided by voter when they registered or updated their records
- Used to compare voter's signature in the poll book to the signature on file

**Sign Here**

- Location the voter signs AFTER the poll worker reviews their photo ID

# Poll Book Basics

DOB: 1/1/1900 Affirmation of Residence Required		Split: A <span style="float: right;">ABS</span>		<b>Paul Problem</b>	
<b>RICH, SUSIE</b> 1112 ACME AVE INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900		Address Unchanged: <input type="checkbox"/> Name/Address Change: <input type="checkbox"/>		D <input type="checkbox"/> R <input type="checkbox"/> SB <input type="checkbox"/> SIGN HERE Split: A <span style="float: right;">ABS</span> SIGN HERE	
<b>VOTER, VALERIE</b> 1234 ANYWHERE ST APT 235 INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900 Affirmation of Residence Required		Address Unchanged: <input type="checkbox"/> Name/Address Change: <input type="checkbox"/>		D <input type="checkbox"/> R <input type="checkbox"/> SB <input type="checkbox"/> SIGN HERE Split: A <span style="float: right;">ABS</span>	



## Precinct Split

- If the precinct is split for any reason, the split is indicated here and denoted as A, B, C...

## ABS

- Abbreviation for "Absentee"
- Circle when processing absentee ballots



# Poll Book Basics

DOB: 1/1/1900 Voter ID on File  <b>EXCITEMENT, EDDIE</b> 1456 ANYWHERE ST INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900 Voter ID on File	Address Unchanged: <input type="checkbox"/> Name/Address Change: <input type="checkbox"/>	Split: A <span style="float: right;">ABS</span> D <input type="checkbox"/> R <input type="checkbox"/> SB <input type="checkbox"/> SIGN HERE  Split: A <span style="float: right;">ABS</span> D <input type="checkbox"/> R <input type="checkbox"/> SB <input type="checkbox"/>	Need Current Signature  Eddie Excitement 
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Proof of Residency

## Proof of Residency



- Voter MUST show proof of residency to the Clerk: valid driver's license, bank statement, government check, government document, paycheck or utility bill.
- Clerk MUST enter proper residency code (See instructions in the front of poll book for more information)

Affirmation of Residence Required <b>RICH, SUSIE</b> 1112 ACME AVE INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900 DLN/SSN4: _____	Address Unchanged: <input type="checkbox"/> Name/Address Change: <input type="checkbox"/>	Split: A <span style="float: right;">ABS</span> D <input type="checkbox"/> R <input type="checkbox"/> SB <input type="checkbox"/> SIGN HERE  Split: B <span style="float: right;">ABS</span> D <input type="checkbox"/> R <input type="checkbox"/> SB <input type="checkbox"/>	 Susie Rich 
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## DLN/SSN4



- If the voter ID number is not stored in the system, 'DLN/SS4: \_\_\_\_' will print
- Clerk must request either the driver's license number or the last four digits of the voter's social security number
- Voter is not obligated to provide the information

# Poll Book Basics

VOTERS' POLL LIST: 2008 Primary Election				Marion County		Precinct FRA 001	
<b>ABSENTEE, AL</b> 1278 ANYWHERE ST INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900 Voter ID on File	Address Unchanged: <input type="checkbox"/> Name/Address Change <input type="checkbox"/>	D <input type="checkbox"/> R <input type="checkbox"/> SB <input type="checkbox"/>		 <b>Need Current Signature</b> 			
		SIGN HERE					
Split: A		ABS					
Address Unchanged: <input type="checkbox"/>		D <input type="checkbox"/> R <input type="checkbox"/> SB <input type="checkbox"/>					

## Need Current Signature



- Message prints when a voter's signature is not stored in the system

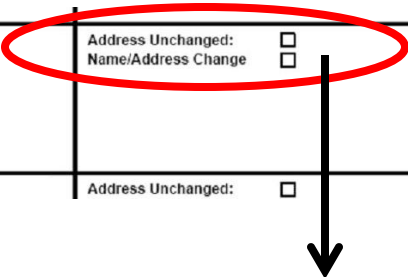
<b>PROBLEM, PAUL</b> 1301 ACME AVE INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900 Voter ID on File	Address Unchanged: <input type="checkbox"/> Name/Address Change <input type="checkbox"/>	Split: A		ABS	
		D <input type="checkbox"/> R <input type="checkbox"/> SB <input type="checkbox"/>		 <b>Paul Problem</b> 	
SIGN HERE					
Split: A		ABS			
Address Unchanged: <input type="checkbox"/>		D <input type="checkbox"/> R <input type="checkbox"/> SB <input type="checkbox"/>			

## Affirmation of Residence Required

- If the voter's registration is inactive, 'Affirmation of Residence Required' will print on the Poll List
- Voter must fill in their address

# Poll Book Basics

Affirmation of Residence Required		Split: A		Split: B	
<b>RICH, SUSIE</b> 1112 ACME AVE INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900 DLN/SSN4: _____	<b>Address Unchanged:</b> <input type="checkbox"/> <b>Name/Address Change</b> <input type="checkbox"/>	<b>D</b> <input type="checkbox"/> <b>R</b> <input type="checkbox"/> <b>SB</b> <input type="checkbox"/> <b>SIGN HERE</b>	 <i>Susie Rich</i>		
<b>VOTER VALE DIE</b>	<b>Address Unchanged:</b> <input type="checkbox"/>	<b>Split: B</b> <b>ABS</b>			



## Name/Address Change

- If the voter's address has not changed, the Clerk can check the 'Address Unchanged' box
- If there is a name or address change, check this box AFTER voter completes the Name/Address Change Affidavit (VRG 4/12) found in the Inspector Binder
  - In cases where a name changes, the voter fills out the affidavit and signs the poll book with their new name
  - Before allowing a voter whose address has changed to vote, please refer to page 22 of the Secretary of State's handbook to determine if the voter is eligible to vote in your precinct
- If you have questions, ask your Inspector to call 327-2000

# Seven Steps at the Clerks' Table

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**When a voter arrives, the clerks...**

1. Greet voter (with a smile!)
2. Ask for and find voter's name in the poll book
3. Check the voter's photo ID
4. Allow voter to sign the poll book

# Seven Steps at the Clerks' Table

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5. Ask whether voter wants to use a paper ballot or iVotronic
6. Select the correct ballot style
6. Initial the back of the paper ballot
  - For paper ballots, both Clerks must initial!
  - Inspector or Judge can initial if only one Clerk is present
    - If Inspector is the only poll worker, they should use their initials twice



# Voter ID

- Four Questions Requirements
  1. Photo
    - Should be a reasonable likeness
  2. Expiration Date
    - Must be current or expired after last general election (Nov. 4, 2008)
  3. Government Issued
    - Federal or state of Indiana, including public schools
  4. Name reasonably conforms with poll book
    - Does not mean match exactly
- For more information:
  - Page 19 in the Secretary of State's Handbook
  - Inspector Binder contains Voter ID scenarios

# Voter ID

- Government Issued
  - Federal or State of Indiana
    - Military ID, passports OK
    - Out-of-state licenses or ID do NOT work
  - State schools, like IU, Purdue or Ivy Tech OK
    - Private schools like Butler or University of Indianapolis do NOT work



# Voter ID

- Name reasonably conforms with poll book
  - The voter's name on the photo ID must conform to the name of the voter registration card
  - People commonly use nicknames, middle names and initials as a substitute for their given first name
  - Examples that conform with "Robert John Crew"
    - Robert John Crew
    - Robert J. Crew
    - Robert Crew
    - R. John Crew
    - R. J. Crew
    - Bob John Crew
    - Bob J. Crew
    - Bob Crew
    - John Crew
    - J. Crew

**Conform does NOT mean match identically.**

# What's on the Ballot

- 2010 General Election Ballot
  - Federal
    - U.S. Senate, U.S. House of Representatives
  - State
    - Secretary of State, Treasurer and Auditor
    - State Representative and State Senate
  - Local
    - Sheriff, Prosecutor, Clerk, Assessor, Auditor, Recorder
    - Township Trustee, Constable, Small Claims Court Judge
  - Public Question & Judicial Retention Questions

# Sample Ballots

**IT IS A CRIME TO FALSIFY THIS BALLOT OR TO VIOLATE INDIANA ELECTION LAWS**

**OFFICIAL BALLOT GENERAL ELECTION**

MARION COUNTY, INDIANA \* GENERAL ELECTION \* NOVEMBER 2, 2010

**CASTING A VOTE:** To vote for the candidate of your choice, darken the oval (●) to the LEFT of the candidate's name. If you make a mistake, return your ballot to the Election Official and obtain another. Do not attempt to erase any marks made in error.

**WRITE-IN:** To vote for a write-in candidate, write the name of the candidate on the line provided and darken the oval. A write-in vote will NOT be counted unless the vote is for a DECLARED write-in candidate.

**STRAIGHT PARTY VOTING:** You may vote a Straight Party Ballot for all the candidates of the party of your choice by darkening the oval for the party in the STRAIGHT PARTY section. Your voting mark will give every candidate of that party a vote.

**SPLIT-TICKET VOTING:** You may vote a Straight Party Ticket by marking ONE of the party choices and then voting for individual candidates of your choice in any other party OR you may vote for individual candidates for your choice in each office.

**JUDICIAL RETENTION AND PUBLIC QUESTIONS:** If you wish to vote on a judicial retention or public question, you must make another voting mark on the appropriate place on the back of this ballot.

**VOTE BOTH FRONT AND BACK OF BALLOT**

STRAIGHT PARTY	UNITED STATES REPRESENTATIVE DISTRICT 7 Vote for ONE (1) only	TOWNSHIP TRUSTEE WARREN TOWNSHIP Vote for ONE (1) only
<input type="radio"/> DEMOCRATIC	<input type="radio"/> 07A ANDRE D. CARSON DEMOCRATIC	<input type="radio"/> 88A JEFFREY G. JEFF BENNETT DEMOCRATIC
<input type="radio"/> REPUBLICAN	<input type="radio"/> 07B MARVIN B. SCOTT REPUBLICAN	<input type="radio"/> 38B PHILLIP W. GAMMON REPUBLICAN
<input type="radio"/> LIBERTARIAN	<input type="radio"/> 07C DAV WILSON LIBERTARIAN	<input type="radio"/> 38C JOSH FEATHERSTONE LIBERTARIAN
<input type="radio"/> Write-in	<input type="radio"/> Write-in	<input type="radio"/> JUDGE OF THE SMALL CLAIMS COURT WARREN TOWNSHIP Vote for ONE (1) only
<input type="radio"/> UNITED STATES SENATOR Vote for ONE (1) only	<input type="radio"/> 14A JOHN F. BARNES DEMOCRATIC	<input type="radio"/> 47A GARLAND E. GRAVES DEMOCRATIC
<input type="radio"/> 01A SHAD ELLSWORTH DEMOCRATIC	<input type="radio"/> 14B CINDY KIRCH-OFER REPUBLICAN	<input type="radio"/> 47B AMY JONES REPUBLICAN
<input type="radio"/> 01B DAN COATS REPUBLICAN	<input type="radio"/> 14C JANA SCOTT REPUBLICAN	<input type="radio"/> 56A PAUL TUTTLE DEMOCRATIC
<input type="radio"/> 01C REBECCA BINK-BURRIS LIBERTARIAN	<input type="radio"/> 14D MARY MAISSA REPUBLICAN	<input type="radio"/> 56B PAUL B. SCOTT REPUBLICAN
<input type="radio"/> Write-in	<input type="radio"/> 28A BILLIE J. BREAU DEMOCRATIC	
<input type="radio"/> 02A YOP COSU DEMOCRATIC	<input type="radio"/> 28B JOE HEDKO REPUBLICAN	
<input type="radio"/> 02B CHARLIE WHITE REPUBLICAN	<input type="radio"/> 28C JOEL PALMER LIBERTARIAN	
<input type="radio"/> 02C MIKE WHERRY LIBERTARIAN	<input type="radio"/> 28D JULE VOORHIES DEMOCRATIC	
<input type="radio"/> 02D SAM LOOKE DEMOCRATIC	<input type="radio"/> 28E TED CLEMENTS REPUBLICAN	
<input type="radio"/> 02E TIM BERRY REPUBLICAN	<input type="radio"/> 30A JOHN B. LAYTON DEMOCRATIC	
<input type="radio"/> 02F ERIC WINE LIBERTARIAN	<input type="radio"/> 30B DENNIS O. FISHER REPUBLICAN	
<input type="radio"/> 02G PETE BUTTIGIEG DEMOCRATIC	<input type="radio"/> 31A JOSEPH P. O'CONNOR DEMOCRATIC	
<input type="radio"/> 02H RICHARD E. MOURDOOK REPUBLICAN	<input type="radio"/> 31B BECKY WILLIAMS REPUBLICAN	

STYLE 19 \* FRONT OF BALLOT \* Typ 01 Seq 0010 Spl 01


MARION COUNTY, INDIANA \* GENERAL ELECTION \* NOVEMBER 2, 2010

JUDICIAL RETENTION QUESTION	PUBLIC QUESTION
<b>INDIANA COURT OF APPEALS, SECOND DISTRICT</b> SHALL JUDGE CALE BRADFORD BE RETAINED IN OFFICE? <input type="radio"/> YES <input type="radio"/> NO	<b>PUBLIC QUESTION #1</b> SHALL PROPERTY TAXES BE LIMITED FOR ALL CLASSES OF PROPERTY by amending the Constitution of the State of Indiana to do the following: (1) Limit a taxpayer's annual property tax bill to the following percentages of gross assessed value: (A) 1% for an owner-occupied primary residence (homestead); (B) 2% for residential property, other than an owner-occupied primary residence, including apartments; (C) 2% for agricultural land; (D) 3% for other real property; and (E) 3% for personal property. The above percentages exclude any property taxes imposed after being approved by the voters in a referendum. (2) Specify that the General Assembly may grant a property tax exemption in the form of a deduction or credit and exempt a mobile home used as a primary residence to the same extent as real property? <input type="radio"/> YES <input type="radio"/> NO
<b>INDIANA COURT OF APPEALS, FOURTH DISTRICT</b> SHALL JUDGE MELISSA S. MAY BE RETAINED IN OFFICE? <input type="radio"/> YES <input type="radio"/> NO	
<b>INDIANA COURT OF APPEALS, FIFTH DISTRICT</b> SHALL JUDGE ELAINE B. BROWN BE RETAINED IN OFFICE? <input type="radio"/> YES <input type="radio"/> NO	
<b>INDIANA COURT OF APPEALS, FIFTH DISTRICT</b> SHALL JUDGE MARGRET G. ROBB BE RETAINED IN OFFICE? <input type="radio"/> YES <input type="radio"/> NO	
<p>18-001 Split A</p> <p>18-002 Split A</p> <p>18-003 Split A</p> <p>18-004 Split A</p> <p>18-005 Split A</p> <p>18-006 Split A</p> <p>18-007 Split A</p> <p>18-008 Split A</p> <p>18-009 Split A</p> <p>18-010 Split A</p> <p>18-011 Split A</p> <p>18-012 Split B</p> <p>18-013 Split A</p> <p>18-014 Split B</p> <p>18-015 Split C</p> <p>18-016 Split A</p> <p>18-017 Split B</p> <p>18-018 Split A</p> <p>18-019 Split B</p> <p>18-020 Split A</p> <p>18-021 Split A</p> <p>18-022 Split A</p> <p>18-023 Split A</p> <p>18-024 Split A</p> <p>18-025 Split A</p> <p>18-026 Split A</p> <p>18-027 Split A</p> <p>18-028 Split A</p> <p>18-029 Split A</p> <p>18-030 Split A</p> <p>18-031 Split A</p> <p>18-032 Split A</p> <p>18-033 Split A</p> <p>18-034 Split A</p> <p>18-035 Split A</p> <p>18-036 Split A</p> <p>18-037 Split A</p>	
<p>Clerks' Initials</p> <p>Typ 01 Seq 0010 Spl 01</p>	

STYLE 19 \* BACK OF BALLOT \* Typ 01 Seq 0010 Spl 01

**VOTE BOTH FRONT AND BACK OF BALLOT**

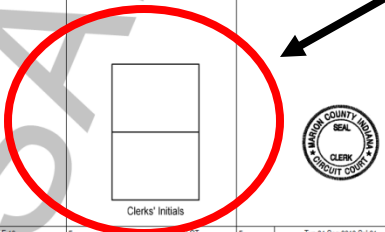
# Selecting Correct Ballot Style

MARION COUNTY, INDIANA		GENERAL ELECTION		NOVEMBER 2, 2010	
<b>JUDICIAL RETENTION QUESTION</b>		<b>PUBLIC QUESTION</b>			
<b>INDIANA COURT OF APPEALS, SECOND DISTRICT</b> SHALL JUDGE CALE BRADFORD BE RETAINED IN OFFICE? <input type="radio"/> YES <input type="radio"/> NO		<b>PUBLIC QUESTION #1</b> SHALL PROPERTY TAXES BE LIMITED FOR ALL CLASSES OF PROPERTY by amending the Constitution of the State of Indiana to do the following: (1) Limit a taxpayer's annual property tax bill to the following percentages of gross assessed value: (A) 1% for an owner-occupied primary residence (homestead); (B) 2% for residential property, other than an owner-occupied primary residence, including apartments; (C) 2% for agricultural land; (D) 3% for other real property; and (E) 3% for personal property. The above percentages exclude any property taxes imposed after being approved by the voters in a referendum. (2) Specify that the General Assembly may grant a property tax exemption in the form of a deduction or credit and exempt a mobile home used as a primary residence to the same extent as real property? <input type="radio"/> YES <input type="radio"/> NO			
<b>INDIANA COURT OF APPEALS, FOURTH DISTRICT</b> SHALL JUDGE MELISSA S. MAY BE RETAINED IN OFFICE? <input type="radio"/> YES <input type="radio"/> NO		<b>PRECINCT(S)</b> 18-001 Split A 18-002 Split A 18-003 Split A 18-004 Split A 18-005 Split A 18-006 Split A 18-007 Split A 18-008 Split A 18-009 Split A Wr-012 Split B Wr-013 Split A Wr-013 Split B Wr-013 Split C			
<b>INDIANA COURT OF APPEALS, FIFTH DISTRICT</b> SHALL JUDGE ELAINE B. BROWN BE RETAINED IN OFFICE? <input type="radio"/> YES <input type="radio"/> NO		<b>PRECINCT(S)</b> 18-001 Split A 18-002 Split A 18-003 Split A 18-004 Split A 18-005 Split A 18-006 Split A 18-007 Split A 18-008 Split A 18-009 Split A Wr-012 Split B Wr-013 Split A Wr-013 Split B Wr-013 Split C Wr-015 Split A Wr-016 Split A Wr-016 Split B Wr-017 Split A Wr-017 Split B Wr-020 Split A Wr-021 Split A Wr-027 Split A Wr-027 Split B Wr-031 Split A Wr-032 Split A Wr-033 Split A Wr-036 Split A			
<b>INDIANA COURT OF APPEALS, FIFTH DISTRICT</b> SHALL JUDGE MARGRET G. ROBB BE RETAINED IN OFFICE? <input type="radio"/> YES <input type="radio"/> NO		<b>PRECINCT(S)</b> 18-001 Split A 18-002 Split A 18-003 Split A 18-004 Split A 18-005 Split A 18-006 Split A 18-007 Split A 18-008 Split A 18-009 Split A Wr-012 Split B Wr-013 Split A Wr-013 Split B Wr-013 Split C Wr-015 Split A Wr-016 Split A Wr-016 Split B Wr-017 Split A Wr-017 Split B Wr-020 Split A Wr-021 Split A Wr-027 Split A Wr-027 Split B Wr-031 Split A Wr-032 Split A Wr-033 Split A Wr-036 Split A			
Clerks' Initials <div style="border: 1px solid black; width: 100px; height: 40px;"></div>		<div style="text-align: center;">             CLERK            MARION COUNTY, INDIANA         </div>			
STYLE 19		BACK OF BALLOT		Type 01 Sep 2010 Sep 01	

VOTE BOTH FRONT AND BACK OF BALLOT

To confirm ballot selection, look for the voter's ward, precinct and split on the **BACK** of the ballot

# Selecting Correct Ballot Style

MARION COUNTY, INDIANA		GENERAL ELECTION		NOVEMBER 2, 2010	
<b>JUDICIAL RETENTION QUESTION</b>		<b>PUBLIC QUESTION</b>			
<b>INDIANA COURT OF APPEALS, SECOND DISTRICT</b> SHALL JUDGE CALE BRADFORD BE RETAINED IN OFFICE?		<b>PUBLIC QUESTION #1</b> SHALL PROPERTY TAXES BE LIMITED FOR ALL CLASSES OF PROPERTY by amending the Constitution of the State of Indiana to do the following: (1) Limit a taxpayer's annual property tax bill to the following percentages of gross assessed value: (A) 1% for an owner-occupied primary residence (homestead); (B) 2% for residential property, other than an owner-occupied primary residence, including apartments; (C) 2% for agricultural land; (D) 3% for other real property; and (E) 3% for personal property. The above percentages exclude any property taxes imposed after being approved by the voters in a referendum. (2) Specify that the General Assembly may grant a property tax exemption in the form of a deduction or credit and exempt a mobile home used as a primary residence to the same extent as real property?			
<input type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> YES <input type="radio"/> NO			
<b>INDIANA COURT OF APPEALS, FOURTH DISTRICT</b> SHALL JUDGE MELISSA S. MAY BE RETAINED IN OFFICE?		<b>PRECINCT(S)</b>			
<input type="radio"/> YES <input type="radio"/> NO		18-001 Split A 18-002 Split A 18-003 Split A 18-004 Split A 18-005 Split A 18-006 Split A 18-007 Split A 18-008 Split A 18-009 Split A W-012 Split B W-013 Split A W-013 Split B W-013 Split C W-015 Split A W-016 Split A W-016 Split B W-017 Split A W-017 Split B W-020 Split A W-021 Split A W-027 Split A W-027 Split B W-031 Split A W-032 Split A W-033 Split A W-036 Split A W-037 Split A			
<b>INDIANA COURT OF APPEALS, FIFTH DISTRICT</b> SHALL JUDGE ELAINE B. BROWN BE RETAINED IN OFFICE?					
<input type="radio"/> YES <input type="radio"/> NO					
<b>INDIANA COURT OF APPEALS, FIFTH DISTRICT</b> SHALL JUDGE MARGRET G. ROBB BE RETAINED IN OFFICE?					
<input type="radio"/> YES <input type="radio"/> NO					
<b>Clerks' Initials</b>					
STYLE 18		BULLET		Type 01 Req 0010 Spl 01	

VOTE BOTH FRONT AND BACK OF BALLOT

Don't forget:  
Two sets of initials  
**MUST** be on  
the back of ballot!

# Voting on the M-100

- Three voting options:
  1. Straight Party
    - Darken oval next to party emblem to cast a vote for ONLY one party
    - Instruct voter to darken oval NOT the party emblem
    - Does not record votes for public or judicial retention questions
      - Voter should complete this section, if desired
  2. Ticket Split
    - Ignore straight party option
    - Darken oval next to individual candidates regardless of party affiliations



# Voting on the M-100

- Three voting options, con't:

## 3. Scratch

- Darken oval next to party emblem AND darken oval next to candidate to cross over in one or more races
- Example:
  - Voter darkens oval next to Libertarian party
  - Voter ALSO darkens oval next to Republican dogcatcher candidate
  - Ballot will read votes for all Libertarian candidates EXCEPT the Republican will get vote in dogcatcher race
- Remind voters they may have option to vote for more than one candidate (see next slide)

# Ballot Instructions

Remind voters to follow the instructions!

<input type="radio"/>	Delegate to the 2010 Democratic State Convention DISTRICT WS-14 Vote For No More Than TWO (2)
<input type="radio"/>	824A LINDSAY ALLARD
<input type="radio"/>	825A WILLETTA EVANS
<input type="radio"/>	826A JOE FILIPCZAK
<input type="radio"/>	827A MOLLY MCKENNA
<input type="radio"/>	828A LANDRUM E. SHIELDS

Delegate to the 2010 Democratic State Convention DISTRICT WS-14 Vote For No More Than TWO (2)
824A LINDSAY ALLARD

Some offices specify to select multiple candidates. For example, "Vote For No More Than TWO (2):"

<input type="radio"/>	UNITED STATES SENATOR Vote For ONE (1) Only
<input type="radio"/>	1B DON BATES JR.
<input type="radio"/>	2B RICHARD BENNEY
<input type="radio"/>	3B DAN COATS
<input type="radio"/>	4B JOHN N. HOSTETTLER
<input type="radio"/>	5B MARLIN A. STUTZMAN

UNITED STATES SENATOR Vote For ONE (1) Only
--

Some offices only select one candidate

# Voting on the M-100

- When finished, ballot is inserted under the black flap of the M-100
  - Does not matter if ballot is face up or face down, forward or backward
- If the voter selects too many candidates in a particular race, the M-100 will beep
  - Voter presses “Accept” if they intended to overvote
  - Voter presses “Return” if they made an error and would like to vote again
    - Ballot is marked spoiled
    - Clerks initial and provide voter with a new ballot

# Selecting Correct iVotronic Ballot

- Clerk finds voter's name in poll book
- Inspector/Judge inserts PEB
- Inspector /Judge selects the correct ward/precinct
  - Found in the upper left corner of the screen
- Inspector /Judge confirms ward/precinct
- Inspector /Judge removes PEB
- Inspector /Judge touches screen to activate visual ballot

# iVotronic Ballot

- Inspector steps away from machine
- Voter touches the screen and ballot appears
- Voter makes their selection(s) and follows the instructions to cast their ballot
- iVotronic confirms voter's selection
- Voter presses the "VOTE" button on screen or the button above the screen

# Audio iVotronic Ballot

- For an audio ballot, the Inspector:
  - Plugs in the headphones
  - Inserts PEB
  - Selects correct ward/precinct for the voter
  - Selects correct ballot style for the voter
  - Presses green button to activate audio ballot
    - Screen will intentionally go blank
  - Assists voter to the machine (if needed) and then steps away

# iVotronic Ballot

- With an audio ballot, the voter:
  - Listens to the instructions first
  - Uses the yellow up and down arrows to select the contests
  - Uses the green button to make a selection in each race
  - Presses the “VOTE” button at the top of the screen
    - All of the buttons are Braille-enabled to assist the voter



# Absentee Ballots

- Receiving Absentee Ballots
  - Delivered throughout the day
    - Double-check the names on list match the ballots/envelopes delivered to the precinct
- Processing Absentee Ballots
  - Optical Scan Paper ballots
  - iVotronic ballots
- Voting Absentee Ballots



# Absentee Ballots

- Processing Absentee Ballots
  - Confirm ABS report belongs to your ward & precinct
  - Find name in poll book
  - Announce voter's name
  - Compare signatures (application vs. absentee secrecy envelope)
  - Circle ABS in the poll book - - - -
  - Print voter's name followed by ABS
    - Example: Jane Smith - ABS

VOTERS' POLL LIST: 2008 Primary Election				Macon County		Precinct FRA 001	
<b>ABSENTEE, AL</b> 1278 ANYWHERE ST INDIANAPOLIS, IN 46201-1111 DOB: 1/1/1900	Address Unchanged: <input type="checkbox"/> Name/Address Change <input type="checkbox"/>	D <input type="checkbox"/> R <input type="checkbox"/> SB <input type="checkbox"/> SIGN HERE <b>Al Absentee - ABS</b> Spouse	<input type="checkbox"/>	ABS	 <i>Al Absentee</i>		
<b>EXCITEMENT, EDDIE</b>	Address Unchanged: <input type="checkbox"/> Name/Address Change <input type="checkbox"/>	D <input type="checkbox"/> R <input type="checkbox"/> SB <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

# List of Early Voters using iVotronic

- New state law requires Election Board to provide an accessible voting option at early voting locations
  - In Marion County, the accessible machine is the iVotronic
  - If an early voter living in your precinct uses the iVotronic, you will be contacted before Election Day and instructed how to process absentee ballots cast on an iVotronic
    - Questions? Call the Inspector Hotline at 327-2000

# Seven Steps for Voting Absentee Ballots

After processing the absentee ballots into the poll book, poll workers should:

1. Open 'Absentee Ballot Secrecy Envelope'
2. Remove the ballot
3. Check for the seal of the Circuit Court Clerk
4. Check for initials of absentee board
5. Place ballots in M-100 Uncounted Ballot Storage Bin
  - Especially important if your polling location is busy and you need a safe place to store absentee ballots – just don't forget they are there!

# Seven Steps for Voting Absentee Ballots

6. When done opening all absentee ballot secrecy envelopes, Judges should remove ballots from storage bin and scan into the M-100 face down
7. Pack applications and empty envelopes in the Absentee Paperwork Envelope found in Poll Kit



If a person arrives to cast a ballot AFTER you process their absentee, they must be prohibited from voting

# Provisional Ballot

- Provisional ballots should be considered a last resort after exhausting all options
  - If voter is not in Poll Book, call the Inspector Hotline
    - If they are registered at your precinct:
      - Enter certificate of error number in the back of your poll book
      - Print voter's name
      - Ask them to sign next to their printed name
    - If they are registered but at the wrong polling location:
      - Provide the voter with an address to the correct polling location by using the list found in the yellow folder
      - Let voter know they can call 327-VOTE to find out where they go to vote

# Provisional Ballot

- Most common uses of provisional ballot
  - Voter does not have a valid, government-issued photo ID
    - Vote provisionally, but voter can bring an ID to the Election Board no later than noon 10 days after the election
  - If voter is NOT registered, but insists on voting
    - Allow them to vote provisionally

# Provisional Ballot

- Use provisional ballot kit
  - Found in your Poll Kit
- Poll worker AND voter MUST fully complete pre-printed form (PRE-4) found on the security envelope
- Issue a ballot in the proper manner
  - Use a regular ballot
  - Initial back of ballot
  - Be sure to place a provisional sticker on the ballot (found in provisional ballot kit)

# Provisional Ballot

- Do NOT allow voter to cast a provisional ballot on the M100!
  - Ask voter to return to your table after completing the ballot
- Ask voter to seal ballot in the provisional ballot security envelope
- Voter must complete the PRO-2, which is printed on the front of the provisional ballot security envelope
- Poll worker should keep provisional ballots secured throughout the day



# Ballot and Signature Audit Log

- Tracks the number of ballots delivered and issued throughout the day and compares it to the number of signatures in the poll book
- Clerks are responsible for completing the log three times during the day at 6 a.m., 10 a.m. and 2 p.m.
  - Form is found in the Inspector Binder
  - Totals should be cumulative, not incremental

# Ballot and Signature Audit Log

- Additional tally worksheet on the back of audit log to track:
  - iVotronic voters
  - Cancelled iVotronic ballots
  - Provisional voters



Be sure to complete this form throughout the day, as the information will assist in completing the Ballot Accounting Certificate after the polls close!

# Voter Accessibility

- Room Layout
- Location Improvements
- Common Courtesies
- iVotronic Features
- Affidavit of Voter Assistance

# Room Layout

- Arrange polling place to allow for smooth traffic flow
- Provide an unobstructed and easy to navigate path for voters with disabilities
- Allow approximately five square feet for a wheelchair to navigate around the voting equipment
- Verify voter accessibility station is private

# Location Improvements

- Some locations will have items delivered to their polling location to make it more accessible:
  - Ramps
  - Cones
  - Doorbells
  - Disability Parking Signs

# Common Courtesies

- Always ask first if a person with a disability needs your help
  - Assist a person who is blind by offering your arm or shoulder for the person to hold as you guide them to a voting machine
- Always look and speak directly at a person with a disability, not the interpreter, companion or helper

# Common Courtesies

- When greeting a person who is blind or has low vision, always identify yourself
- Don't shout or speak in the person's ear
- Signal with a tap or a wave to get the attention of person who is deaf.
  - Face the person you are speaking with and speak clearly but naturally, don't exaggerate

# iVotronic Features

- For an audio ballot, the Judge:
  - Inserts PEB
  - Presses green button
  - Plugs in the headphones
- With an audio ballot, the Voter:
  - Listens to the instructions first
  - Uses the yellow up and down arrows to select the contests
  - Uses the green button to make a selection in each race
  - Presses the “VOTE” button at the top
- Volume control is found on the headphones



# iVotronic Features

- iVotronic monitor can be removed from the stand and placed on a table or on the tray of a wheelchair
  - Battery can last for about two hours; be sure to insert the plug into the monitor when placing it back into the stand

# Affidavit of Voter Assistance

(PRE-3)

- A voter may be assisted only if:
  - The voter has a disability or is unable to read or write the English language
  - The voter requests assistance BEFORE entering the poll booth
- Anyone can be designated to assist the voter, except for the voter's employer or union representative

# Affidavit of Voter Assistance

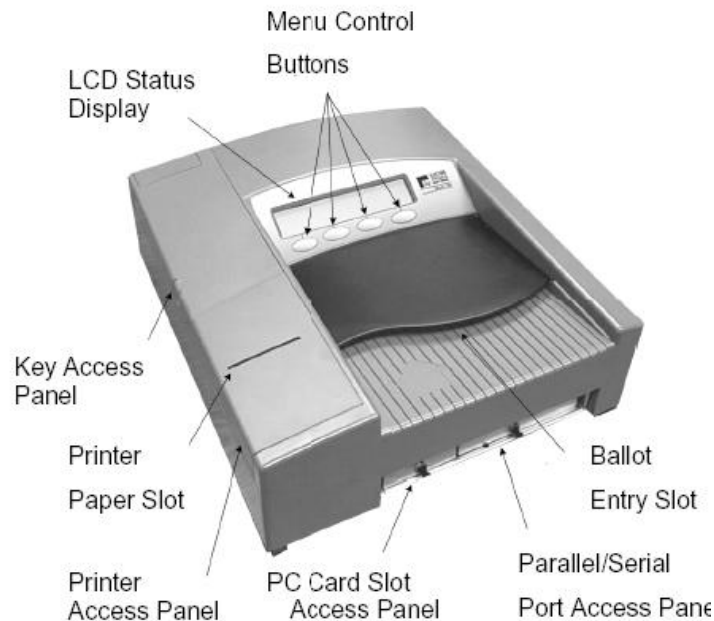
(PRE-3)

- If voter does not designate a person to help them, both Judges must assist
- Affidavit must be completed BEFORE entering the Poll booth
- Form found in Inspector binder under Tab 3

# Setting Up Voting Equipment

## M-100

(optical scan ballot reader)



## iVotronic

(touch screen machine)



# Why Two Machines?

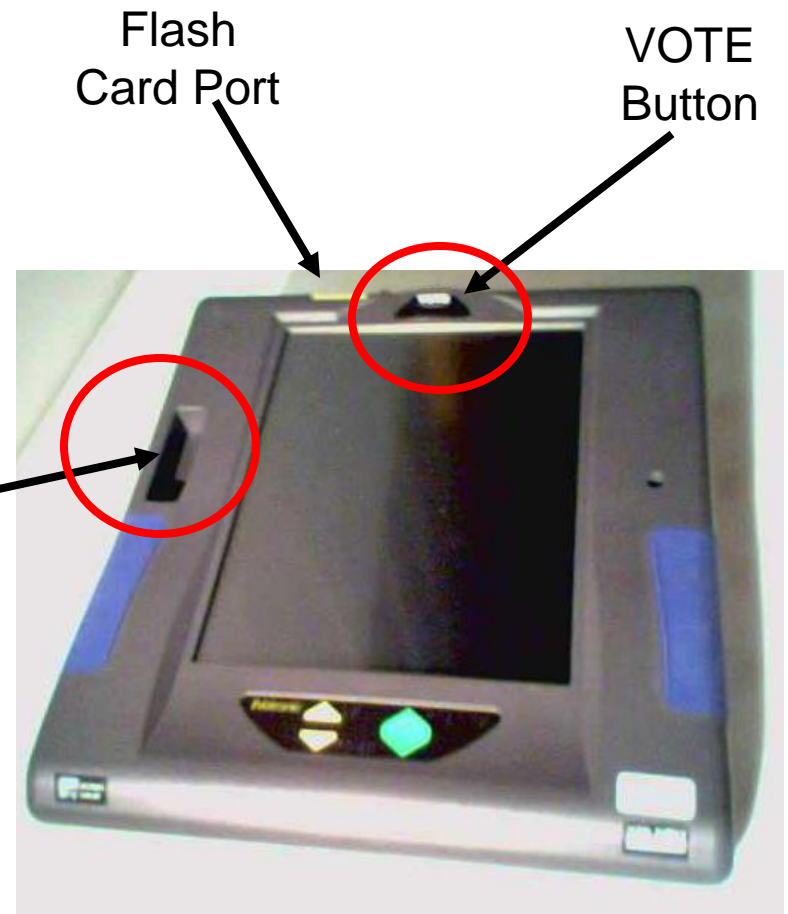
- iVotronic
  - Federal law requires voting equipment with accessibility functions
  - iVotronic FIRST!
    - Must be set up before M-100, otherwise a technician will need to come to polling site to correct the error
- Model 100
  - Optically scans paper ballots

# Voting Equipment Setup Overview

- Physical Setup
  - Assemble iVotronic stand
- Technology “Boot Up” Order
  - Plug in iVotronic
  - Initialize iVotronic
  - Plug in M-100
  - Unpack and plug in PEB reader to M-100
  - Initialize M-100 using PEB Reader and PEB
  - Print zero tape report from M-100

**See ES & S iVotronic & M-100 Opening the Polls Posters for complete information**

# iVotronic



# iVotronic Set Up

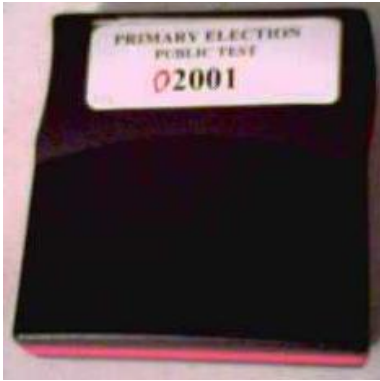


- Open carrying case
- Unfold booth legs
- Unwind cord - do NOT plug in yet
- Close case lid
- Turn unit over
- Insert legs
- Turn unit upright
- Open cover
- Lift top and side privacy blinders and snap sides into back cover
- Unsnap metal bar “kickstand” under iVotronic near top

**See ES & S iVotronic & M-100 Opening the Polls Posters for complete information**



# iVotronic Set Up



**PEB**

- Connect power cable to terminal at top of iVotronic terminal
- Plug power cord into AC outlet
- Insert PEB into PEB slot
- Watch progress bar
- Confirm Poll site on touchscreen
- When screen indicates, remove PEB, and the terminal will finish opening
- Press the “Vote” button to exit and the iVotronic screen will go blank
- Proceed to M-100

**See ES & S iVotronic & M-100 Opening the Polls Posters for complete information**

# PEB Reader

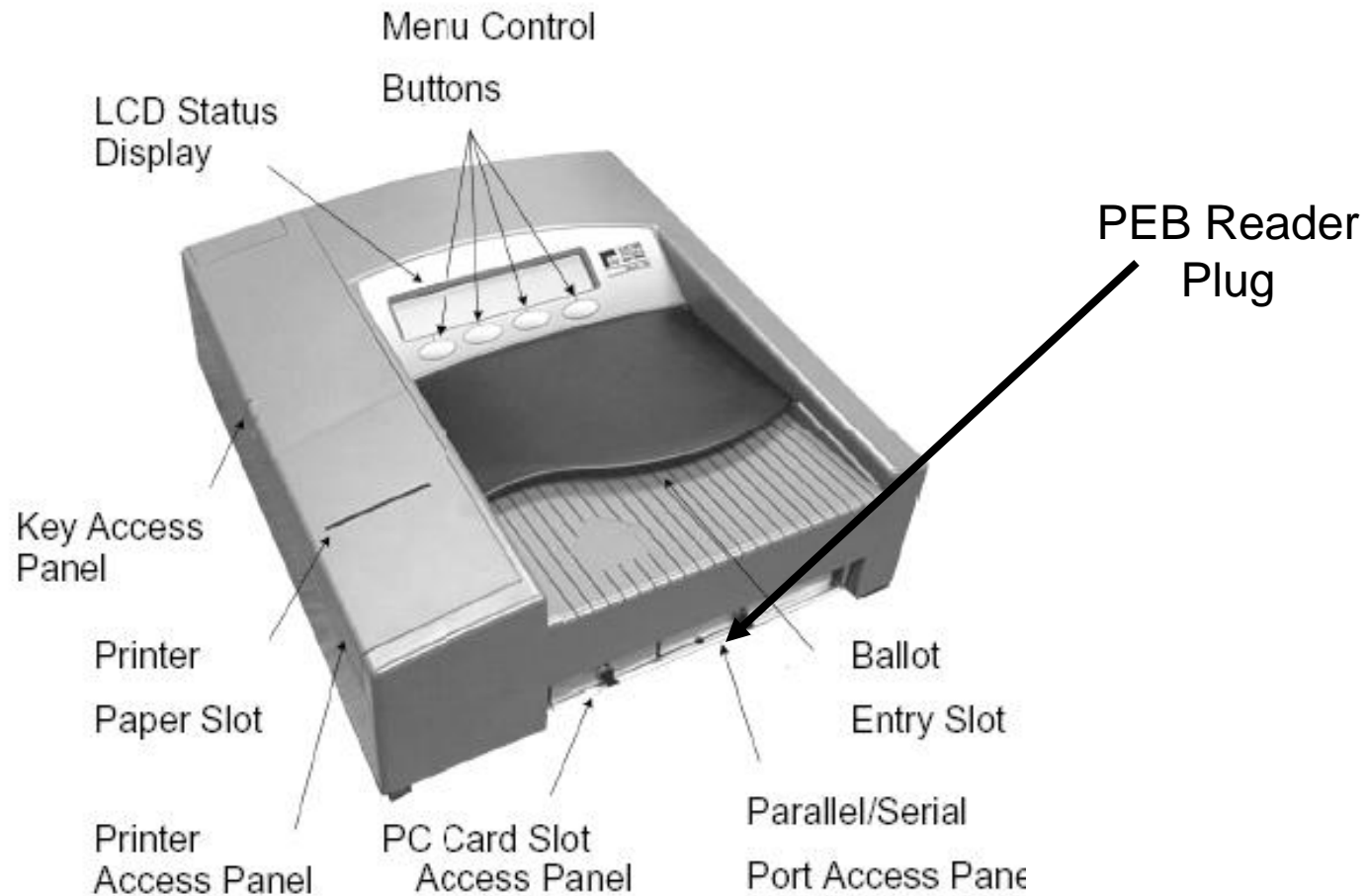


**PEB Reader**

- PEB Reader connects to M-100 to transfer iVotronic data from PEB to M-100
- PEB Reader transfers data so the following can occur on M-100:
  - Zero Report can be printed
  - Results Tape can be printed
  - Tabulate and store votes

**See ES & S iVotronic & M-100 Opening the Polls Posters for complete information**

# M-100



# M-100 Set Up

- Unlock control access panel and lower door (red key)
- Remove lid
- Insert power cord and thread to back left side of metal ballot box
- Slide scanner forward
- Connect power cord to back of M-100 machine
- Slide scanner back without pinching cord



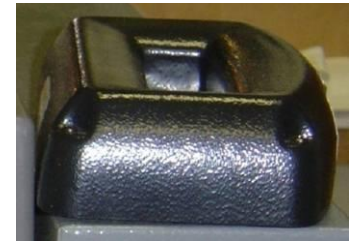
Red Key



**See ES & S iVotronic & M-100 Opening the Polls Posters for complete information**

# M-100 Set Up

- Plug power cord into wall outlet
- Check ballot compartments to confirm they are clear of contents, then close
- Connect PEB reader cord to front of scanner  
Plug PEB Reader into AC outlet
- Open access panel to left of scanner
- Insert Red Key and turn to “Open/Close Polls”
- A message - “Open the Polls” - will appear on the M-100 Screen
- Press the button below “Yes”
- Turn key to “VOTE”

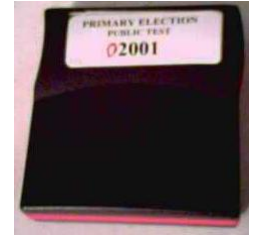


**PEB Reader**

**See ES & S iVotronic & M-100 Opening the Polls Posters for complete information**

# M-100 Set Up

- Insert PEB into PEB Reader
- Print Zero Tape (example on next slide)
  - Review and confirm all races show zero vote
  - Inspector and Judge(s) sign
  - File zero report in the correct envelope
- Remove PEB when screen reads: Insert ballot
- Disconnect PEB reader and store in ballot case
- Remove keys, close and lock control access panel door and secure keys
- Place voter privacy screen on top



**PEB**

**→ Machines are ready for voting**

**See ES & S iVotronic & M-100 Opening the Polls Posters for complete information**

# Zero Report Sample

```

*** System Zero Report ***
11:26:52 04/19/2007

IN 2007 PRIMARY DEMO
Primary Demo 2007
0001 PRECINCT 1 0001
Election Date: May 08, 2007

Model 100
Total Number Voting:

iVotronic
PEB Serial Number: 143487
Polling Place Public Count: 0001
Total Ballots Counted: 0000

Number of terminals: 0001
Serial Number 5120103
Polling Place Public Count: 0001
Protective Count: 000076
OPENED 12:29:29 04/19/2007
NOT CLOSED
Terminal Ballots Counted 0000
    
```

```

*** Precinct Zero Report ***
11:26:53 04/19/2007

IN 2007 PRIMARY DEMO
Primary Demo 2007
0001 PRECINCT 1 0001
Election Date: May 08, 2007
PRECINCT 1

Model 100
Total Number Voting:

Total Ballots
Ballots for Code 00001-01-01
Ballots for Code 00004-01-01

iVotronic
Ballots Counted:
Party Counts
ALL
a-SFc
Ballot Style Counts
Ballot Style 1:
Ballot Style 1:
    
```

```

(REP) FAVORITE HOOSIER ACTRESS

VIVICA A. FOX 0
Model 100 0
iVotronic 0
CAROLE LOMBARD 0
Model 100 0
iVotronic 0
Write-in 0
Model 100 (Names on ballot) 0
iVotronic (Names below) 0
Over Votes (H100 only) 0
Under Votes 0
Model 100 0
iVotronic 0

Total Votes 0
Model 100 0
iVotronic 0

WE, THE UNDERSIGNED, DO HEREBY CERTIFY
THAT THE ABOVE RESULTS ARE A TRUE AND
ACCURATE ACCOUNT OF ALL BALLOTS COUNTED
AND THAT ALL COUNTERS WERE ZERO (0)
WHEN THE POLLS OPENED AND THAT THE
ELECTION WAS HELD IN ACCORDANCE WITH
THE LAWS OF THE STATE.

ELECTION JUDGE
ELECTION JUDGE
    
```



**Inspector and Judge(s) must sign  
Zero Report Tape**

# Voting Equipment

- Problems with your voting equipment on Election Day?
  - Continue voting. Use optical scan paper ballots and place in the uncounted ballot storage bin at the front of the M-100
  - Call 327-2000 immediately





# Shutting Down Voting Equipment

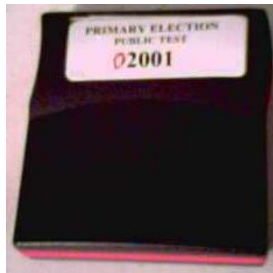
- Close the iVotronic FIRST
  - Insert PEB
  - ‘Close Polls Now’ option appears after 6 p.m.
  - Follow instructions on screen
  - Break seal and remove flash card at back of touchscreen
  - Lock case with seal found in Inspector Binder in the zipper pack

# Shutting Down Voting Equipment

---

- Close the M-100
  - Turn key from 'vote' to 'open/close'
  - Attached PEB reader
  - Press 'Close Polls' button on screen
  - Insert PEB
  - Run Results Tape
    - Both Inspector AND Judges MUST sign
  - Break seal and remove flash card at front of machine
  - Turn key to 'Off' position
  - Lock lid

# Voting Equipment Media



## PEB

- Initiates iVo voting
- Transfers data from iVo to M-100



## M-100 Card

- Stores M-100 Votes
- Found sealed in the front of the M100



## iVotronic Flash Card

- Contains iVo ballot audit data
- Found sealed in the rear of the iVo

**Every precinct MUST return a M-100 Card**

**Managing precincts MUST ALSO return the PEB and iVo flash card**

**Each precinct MUST return a bubble pack with the proper media**

**Place bubble pack in RED carrier envelope**

# What's New

- Write-In Candidates
- Poll Workers with Disabilities
- Credentials & Exit Polling
- Candidates as Poll Workers?
- Cell Phone Reimbursement
- League of Women Voters
- Voter ID Information
- Polling Location Maps

# Write-In Candidates

- Clerks should post a list of declared write-in candidates on their table in the morning
  - For 2010 General Election, write-in candidates filed to run in Secretary of State and US House race
  - List is found in the Inspector Binder
- At closing, look for write-in votes on M-100 totals tape

# Write-In Candidates

- If any, examine ALL ballots to look for write-in candidates
  - Record votes for certified write-in candidates or candidates on the ballot ONLY
    - Declared Write-In Form (MCEB-10) found under tab 4 of Inspector Binder
    - Form will permit you to enter information only for the declared write-in candidates
      - Any non-declared candidate (i.e. Mickey Mouse) is not to be counted

# Poll Workers with Disabilities

- New program to encourage poll workers with disabilities to serve on Election Day
  - May be paired with a person with a disability, who will serve as an assistant poll clerk
  - Poll worker with a disability who serve as an Inspector, Clerk or Judge may bring an assistor, who should be considered an assistant poll clerk
    - Must seek prior approval
  - Inspectors will be notified if a poll worker with a disability will be working in their precinct in the event special accommodations are needed

# Credentials & Exit Polling

- Credentials
  - Every non-voter entering polls should have a credential issued by their party chair or Election Board
  - Secretary of State may issue credentials to members of the national media; they are official and can enter the polling location
- Exit polling
  - Instructed to stay outside the chute
  - Can speak to voters exiting the polls
  - Voter does not need to respond



# Candidates as Poll Workers?

- State law is clear that candidates appearing on the ballot cannot work as a poll worker or be a watcher in precincts where their name appears on the ballot
  - Candidates are permitted to cast a vote in their precinct on Election Day

# Cell Phone Reimbursement

- MCEB is providing a \$5 stipend to ONE designated poll worker who is willing to designate their cell phone as the official contact number for their precinct on Election Day
  - Most likely will be the Inspector of the precinct
  - Designee **MUST** mark box on the expense sheet
- Note: All polling locations should make their landline available to poll workers

# League of Women Voters

- MCEB is partnering with the League of Women Voters on a survey to be completed at the end of the voting day
  - Survey is found in the front pocket of the Inspector Binder
  - Please complete and return with your materials to regional site

# Voter ID Information

- For those voters who vote provisionally due to an ID issue, informational card available in Inspector Binder
  - Gives deadline date to bring valid photo ID issued by the State of Indiana or federal government to Election Board office
  - Explains what information a voter needs to bring to BMV to secure a valid state ID card
  - Provide card in addition to the form found in the state's provisional ballot kit

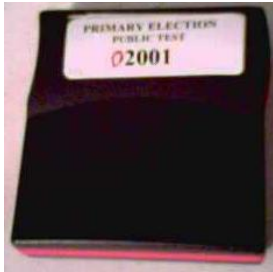
# Maps

- Additional map with polling locations
  - In addition to precinct maps already provided
  - Includes your precinct's polling location and surrounding polling locations
  - Used to assist voters who arrive at the wrong site
    - To confirm where the voter should be voting, you can:
      1. Call 327-VOTE to use the automated phone-based polling place locator
      2. Call the Inspector Hotline (327-2000)
  - Map **MUST** stay with the precinct materials

# Reminders

- Return ALL Voting Equipment Media
- Early Voting
- Arrive at 5 a.m.
- Other Resources
- Questions?

# Voting Equipment Media



## PEB

- Initiates iVo voting
- Transfers data from iVo to M-100



## M-100 Card

- Stores M-100 Votes
- Found sealed in the front of the M100



## iVotronic Flash Card

- Contains iVo ballot audit data
- Found sealed in the rear of the iVo

**Every precinct MUST return a M-100 Card**

**Managing precincts MUST ALSO return the PEB and iVo flash card**

**Each precinct MUST return a bubble pack with the proper media or else you will NOT be permitted to check in at a regional site**

# Early Voting

- **If you're not working in your home precinct, be sure to vote absentee**
  - To vote by mail
    - Applications must be received by midnight, October 25
    - Ballots are due on or before Election Day
    - Pick up a form at training or download at [www.indy.gov/election](http://www.indy.gov/election)



# Early Voting

- Clerk's Office, City-County Building  
200 E. Washington Street, Room W-122
  - Begins Monday, Oct. 4
  - Monday through Friday – 8 a.m. to 8 p.m.
  - FOUR Saturdays: Oct. 9, 16, 23 & 30, 10 a.m. to 5 p.m.
  - FOUR Sundays: Oct. 10, 17, 24 & 31, 10 a.m. to 5 p.m.
  - Last Day! Monday, Nov. 1 – 8 a.m. to Noon
- Clerk's Office, Traffic Court, 9049 E. 10<sup>th</sup> St.
- Clerk's Office, Juvenile Court, 2451 N. Keystone Ave.
  - FOUR Saturdays: Oct. 9, 16, 23 & 30, 10 a.m. to 5 p.m.
  - FOUR Sundays: Oct. 10, 17, 24 & 31, 10 a.m. to 5 p.m.
  - Monday through Friday, Oct. 25-29: 5 to 8 p.m.

# Arrive at 5 a.m.

- **Before Election Day...**
  - Inspector should call Clerks and Judges
  - Set up polling site
- **Arrive at 5 a.m.!!**
  - **ALL** poll workers should arrive at their polling location at 5 a.m. Election Day
    - Clerks and Judges: If your Inspector does not arrive by 5 a.m., call 327-2000 immediately
- **Bring your lunch**

# Resources

- Marion County Election Board Web site
  - [www.indy.gov/Election](http://www.indy.gov/Election)
  - Training materials and videos
- Secretary of State's Web site
  - [www.IN.gov/SOS/elections](http://www.IN.gov/SOS/elections)
- Inspector Hotline (on Election Day)
  - 327-2000
- Election Hotline
  - 327-VOTE
    - Connects you to either Voter Registration or Election Board

# Resources

- Phone-based Polling Place Locator
  - 327-VOTE
  - Confirms registration and polling place:
    - Enter voter's birth date
    - Enter numeric portion of their street address
- Voter Information Portal
  - [www.indy.gov/VIP](http://www.indy.gov/VIP)
  - Online application confirms registration status, polling location, sample ballots, elected officials

# Thank you!

